



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

OLYMPIA WA 98504

December 2001

Dear Child Care Provider:

This letter is to inform you of a new Washington Administrative Code (WAC) that became effective on July 5, 2001. The new rule explains how long you can take to bill the state for child care services provided. For the purposes of this WAC, all licensed and certified child care providers are considered "contractors". The full text of the WAC is as follows:

WAC 388-05-0010 How soon does a contractor have to submit claims for payment to the department after the services are rendered? *Each contractor who is rendering authorized services to the department or its clients shall submit claims for payment, as agreed upon between the department and the contractor, no later than twelve months after the date of service. If the claims for payment are not presented within the twelve-month period there shall not be a charge against the state. The twelve-month period may be shortened by contract or regulation. The twelve-month period may be extended by contract or regulation, but only if required by applicable state or federal law or regulation. The department may grant exceptions to the twelve-month period for initial claims when billing delays are caused by either of the following:*

(a) The department's certification or authorization of services for a client for a retroactive period; or

(b) The provider proves to the department's satisfaction that there are other extenuating circumstances.

This provision shall apply to all claims for payment submitted on or after the effective date.

What this WAC means in terms of billing is that if you have provided services to the department or its clients after **July 5, 2001**, you must bill the department for those services within 12 months of the date of service. After 12 months, CSO staff will not be required to research or make attempt to pay any unbilled services.

If you have questions regarding this notice, please contact Sheri Bruu-DeLeon at (360) 413-3091.

Sincerely,

Mike Tornquist, Child Care Policy Administrator
Division of Child Care and Early Learning

c: Laura Dallison
Sonja Griffin
Sheri Bruu-DeLeon